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*American Consulate General*  
*Mumbai*

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**Vacancy Notice**

**Mumbai**

**Date: May 21, 2008**

American Consulate General, Mumbai, seeks an individual for the position of "Information Specialist" for its Public Affairs Section.

**Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)**

**Only applicants who are selected for the interview will be contacted**

**SUBJECT: VACANCY ANNOUNCEMENT FOR INDIAN AND OTHER NATIONALITIES**

**ANNOUNCEMENT NUMBER: 8/2008**

**OPEN TO:** All Interested Candidates

**POSITION:** Information Specialist; FSN-6105-10  
BLA-730010

**OPENING DATE:** May 21, 2008

**CLOSING DATE:** June 4, 2008

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** EFM/NOR: Grade: FP-05 (Steps 5 through 14)  
Ordinarily Resident: FSN-10

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOUCMENTATION WILL NOT BE ACCEPTED.**

**BASIC FUNCTION OF POSITION**

Using highly developed expertise in all phases of the media, serves as Media Advisor to the Public Affairs Officer and the Consul General, suggesting media initiatives and informing on national and local issues. Advises on communication trends in the print and electronic media and its fast changing environment. Plans strategies to present USG policies to media contacts in the Consulate's district (five states of Maharashtra, Gujarat, Madhya Pradesh, Chhattisgarh and Goa).

As the senior locally hired staff member in the Media Section, maintains extensive and regular contact with senior editors of the national and regional press in western India, especially the Indian commercial press which is largely based in Mumbai and with leading editions of the national English and vernacular press of the five western states of India. Also maintains contact with the electronic media "giants", local

television, radio stations and the Internet news portals throughout the region. Creates a climate of goodwill and receptivity to American ideas and the American ethos. Keeps in close touch with high level host country officials in media-related fields.

Advises Mission officials, visiting dignitaries and speakers on the local environment and media outlook with regard to U.S. Foreign Policy and issues in U.S.-India relations. Draws up media strategies to counter public misinformation and misconceptions which can adversely affect the U.S.-India bilateral ties. Accompanies the Ambassador, Mission officials and visiting dignitaries on public outreach visits and trips and ensures media support for their official programs. Oversees the media reaction and other feedback reports to be submitted to Delhi and Washington. Manages the Press Section and Audio-Visual section. Writes speeches for the Consul General and the Public Affairs Officer.

Provides input to Post's submissions for Mission Program Plan and public diplomacy reporting.

### **QUALIFICATIONS REQUIRED**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Master's degree in a field related to journalism and public affairs (examples of related fields: Communications, Media Studies, International Relations, History, Economics, Public Policy)
2. Five years experience in a media-related job. (Examples of related jobs: Editor, journalist, news commentator, public relations specialist). Three years in a supervisory job, with demonstrated success mentoring and motivating team members.
3. Level IV in written and spoken English required as well as in Marathi and Gujarati.
4. Expert understanding of social, economic, political and cultural forces in the states of Maharashtra, Gujarat, Madhya Pradesh, Chhattisgarh and Goa in particular, and India in general, as well as a full and detailed understanding of Western India media and mass communication. Knowledge of American social and political process. Knowledge of senior-level editors and journalists.
5. Must be able to exercise sound political judgment and integrity in advising on all aspects of PA media operations. Must have personal standing in the community and intellectual ability to maintain and develop contacts with the highest level editors and journalists. Excellent managerial and interpersonal, and organizational skills required. Ability to write English concisely and fluently; to select material for press, TV, and radio placement; to anticipate the needs and desires of editors. Proficiency in basic Microsoft applications, with basic understanding web and graphics software, and audio/visual technologies used by media section staff members.

## **SELECTION PROCESS**

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Not Ordinarily Resident employees who are hired with a When Actually Employed (WAE) work schedule are eligible to apply for advertised positions within the first 90 calendar days of their employment.

## **TO APPLY**

Interested applicants for this position must submit the following:

1. Application for employment
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

American Consulate General  
Human Resources Office  
Attention: Ms. Ann E. Gabrielson  
78, Bhulabhai Desai Road  
Mumbai 400 026.

## **POINT OF CONTACT**

Shyju B. Kombath  
Human Resources Office  
Telephone: (022) 2363-3611 – 18 Extn. 4302  
Fax: (022) 2368-9016  
Email: [MumbaiHRCareer@state.gov](mailto:MumbaiHRCareer@state.gov)

## **DEFINITIONS**

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or Military service member, permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: COB June 4, 2008.**

***An Equal Opportunity Employer***

*The US Mission in Mumbai provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

Drafted By: M/HR – MFernandes/SKombath

Cleared By: PAS - EKauffman

Approved By: MGMT - AGabrielson